

**Division of Assessment Implementation
DAC Monday Email for March 31, 2003**

Question of the Week!

Q: A school has placed laminated sheets on each student desk that include the following: number lines, multiplication tables, a guide to persuasive writing, and steps for answering open response items. The school and students have used the sheets all year during instruction. May these sheets be left on the desk during state testing?

A: No, anything on a student desk or workstation must be removed during the assessment window. The Administration Code states under the section on Classroom Materials #1 in the Not OK column the following.

"Test administrators or proctors shall not distribute or make available at students' workstations any information or materials that are not sent as part of the assessment materials or specified in the administration manuals. Examples include: copies of acronym sheets or sheets of paper containing a system for organizing answers; textbooks; mathematics manipulatives; computer tools; or other reference resources, unless the assistance is specified in a student's Individual Education Plan (IEP), 504 or Limited English Proficiency (LEP) Plan, and is consistent with instructional strategies."

More Testing Materials to Arrive This Week!

Districts should be receiving modified testing materials this week. Due to the fact that modified materials are packaged as single items, DAC's will receive a security checklist that is generated for each type of material rather than one sheet per item. So, if a District ordered 50 Large Print (LP) Test Booklets, 50 Large Print Student Response Booklets (SRB), and 15 Audiotapes, the security checklist will list LP Test Booklets on one sheet, LP SRB's on another sheet, and Audiotapes on the next sheet. This will greatly reduce the amount of paperwork for modified materials. Please review the contents of the shipment and let us know as soon as possible if you require additional materials. If you have any questions about your shipment or would like to request additional materials simply call the KY Service Line at 1-800-282-5082, or you can e-mail Pam Ponzi at pponzi@ctb.com

District Testing Windows

Attached below is a spreadsheet containing the testing window options chosen by each district in the state. Refer to this as students transfer into or withdraw from your district during this year's assessment so that testing can be completed for all students.



Final test window
2002-2003-co...

CATS Video

The video "Appropriate Testing Practices", used by many schools for Administration Code review at this time of the year, is still a valuable tool. As mentioned at the assessment meetings, there are some minor issues that are now dated and need to be mentioned to anyone watching the video. These issues are listed below:

- *Ink pens CANNOT be used to answer open response questions this year.
- *LEP inclusion timeline is now after one year in a school/district, instead of two years.
- *Data Recognition Corporation is no longer a subcontractor for the assessment.
- *XP codes are no longer used in STI.
- *DMA, Division of Management Assistance, no longer is in charge of allegations.
- *While individual restroom breaks can occur during testing, the student must still be monitored.

Writing Development Handbook Updates

Minor updates have been made to the Writing Development Teacher's Handbook on the KDE website. Although it is not necessary to reprint the entire handbook, you might want to make teachers aware of changes on the following pages:

- *title page - change to date and logo,
- *iv, v, vi - update to contact information,
- *21 - verification of P-12 Marker Paper document,
- *27 - clarification of "Plagiarism,"
- *92-102 - update to Inclusions document for limited English proficiency (LEP),
- *116 - update to Student Signature Sheet (LEP accommodations),
- *ii, 103-119 - new page numbers.

These changes do not impact writing portfolio scoring for this year.

CATS Online

Districts wishing to participate in the online assessment of the KCCT available for students with disabilities need to register by **April 10, 2003**. Notification should be through email (**catsol@kde.state.ky.us**). The District Administrator will receive a username, a generic password, and a URL to the CATS Online Assessment website within 48 business hours of registration. You will need to register even if your district participated in the fall pilot. (Note: Macintosh platform is not supported for 2003 CATS Online due to compatibility issues yet to be resolved.)

The KETS Help Desk is already supporting the CATS Online Assessment local set-up, and can help any districts or schools in need of assistance at (502) 564-2002 or toll free at 1-866-538-7435.

It is critical that districts/schools interested in participation access and digest all of the support documents posted on the KDE web page. Just go to the KDE web page and enter "#CATS Online" in the Keyword/Search box.